



CONTEST DESCRIPTION

## **Workplace Safety**

VIRTUAL SECONDARY

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## 1 THE SKILLS FOR SUCCESS FOR CAREERS IN THE SKILLED TRADES AND TECHNOLOGY

In response to the evolving labour market and changing skill needs, the Government of Canada has launched the new Skills for Success (*former Essential Skills*) model defining nine key skills needed by Canadians to participate in work, in education and training, and in modern society more broadly. SCC is currently working with Employment and Social Development Canada (ESDC) to bring awareness of the importance of these skills that are absolutely crucial for success in Trade and Technology careers. Part of this ongoing initiative requires the integration and identification of the Skills for Success in contest descriptions, projects, and project documents. The next phase and very important aspect of our Skills for Success (SfS) initiative is to provide a *Skills Report Card* to each competitor at the Skills Canada National Competition. The purpose of the report card is to inform the competitor about their current level of nine identified Skills for Success based on their competition scores. With this knowledge, the competitor will be made aware which skill may require improvement. Full implementation is expected in the next Skills Canada National Competition.

The following 9 skills have been identified and validated as key skills for success for the workplace in the legend below:

<sup>1</sup>Numeracy, <sup>2</sup>Communication, <sup>3</sup>Collaboration, <sup>4</sup>Adaptability, <sup>5</sup>Reading, <sup>6</sup>Writing, <sup>7</sup>Problem Solving, <sup>8</sup>Creativity and Innovation, <sup>9</sup>Digital

These Skills for Success have been identified in section 2.4 and/or 3.2 of your Contest Description and if applicable, in your Project and supporting documents.

## 2 CONTEST INTRODUCTION

Occupational Health and Safety (OHS) concerns itself with the health and safety of all workplace parties, by considering the relationship between employees, their work environment, the work carried out, the materials used, the equipment used, and the impact each has on workplace health and safety.

A successful OHS program contains activities that assist in reducing / eliminating injuries / illness in the workplace. Three (3) essential OHS activities form the basis for this competition: (1) Hazard Identification; (2) Assessment of the risk associated with the hazard and (3) Putting control measures in place to reduce or mitigate the risk.

Competitors will demonstrate their health and safety knowledge, skill and application through three activities over two days.

### 2.1 Description of the associated work role(s) or occupation(s)

[https://www.skillscompetencescanada.com/en/skill\\_area/workplace-safety/](https://www.skillscompetencescanada.com/en/skill_area/workplace-safety/)

## 2.2 Purpose of the Challenge

To assess competitors' understanding of OHS principles and ability to perform OHS-related duties, including:

- Identifying hazards, recommending and identifying existing control measures
- Displaying an understanding of hazard control
- Effectively communicating OHS information

## 2.3 Duration of contest

During the SCNC 2022, the secondary category will be hosted virtually. The competition for your skill will consist of a total of 11 hours. A detailed schedule will be posted on our website.

## 2.4 Skills and Knowledge to be tested.

- Knowledge of OHS principles
- Ability to identify and assess workplace hazards and to recommend corrective action<sup>7</sup>
- Ability to recognize and discuss hazard controls<sup>7</sup>
- Ability to effectively communicate OHS information<sup>2</sup>

## 3 CONTEST DESCRIPTION

### 3.1 List of documents produced and timeline for when competitors have access to the documents on the Skills/Compétences Canada website

DOCUMENT	DATE OF DISTRIBUTION
Project	January 2022
Assessment Process	January 2022
Hazard ID Worksheet	Morning of Competition
Hazard Control Worksheet	Morning of Competition
OHS Research Document	Morning of Competition

### 3.2 Tasks that may be performed during the contest

#### 3.2.1 Hazard Identification<sup>7</sup>

- A fundamental principle of Occupational Health and Safety is recognizing, assessing and controlling hazards in the workplace.
- The Hazard Identification and Control activity requires the competitor to demonstrate these skills by assessing, and suggesting controls for, hazards they identify in a workplace, made available to them through a video recording. For this activity, the competitors will be asked to:
- Identify the hazards, and for each

- Define the hazard type (physical, biological, chemical, ergonomic, safety, psychological),
  - Suggest the best type of control (elimination, substitution, engineering, administrative, PPE)
- Identify controls already in use
  - Indicate the potential hazards the controls are meant to mitigate
- Record all findings on the online hazard identification answer sheet<sup>6</sup>
- A Test Project has been developed and contains additional preparation information for this activity.

### 3.2.2 Hazard Control

- Observing people at work and identifying hazards is one skill used by the Health and Safety professional to assist in reducing / eliminating injury / illness in the workplace.
- In this section of the competition, competitors will be asked to observe a variety of simulated work sites.
- On each virtual site, competitors will be assigned one control (chosen by the NTC)
- Based on the control assigned, they will be asked to identify the potential hazards, explain controls implemented to address this hazard and complete a risk assessment.
- Competitors will then take this information and develop a detailed safe work procedure on one of the sites observed to control both hazards and risks at the competition site.  
Competitors will observe the competition and collect information which they will use to provide written answers to a series of questions found on the Hazard Control worksheet.

### 3.2.3 OHS Research / Written Presentation<sup>2</sup>

- For this activity, the competitor will perform the role of an OHS professional researching an OHS issue at a workplace, in order to develop recommendations to the employer. The competitor will be assigned an OHS issue, which they will research, and for which they will develop recommendations. Once the recommendations have been developed, the competitor will be provided a document where the recommendations will be written. The written presentation and recommendations will then be provided to the judges for evaluation.
- OHS Professional – To contribute to the maintenance of a safe and healthy work environment by implementing and monitoring OHS systems and processes in their workplace.



- This includes managing OHS administrative processes, conducting training and effectively using a range of OHS tools and processes to implement OHS programs and drive compliance.
  - To initiate, promote and implement site-level activities to improve OHS.
  - To contribute to the implementation and monitoring of critical controls.<sup>7</sup>
    - Knowledge
    - Analyze and evaluate information
    - Problem solving
      - Uses communication and engagement skills, including negotiation and conflict management skills, to initiate, promote and support change.
      - Uses mentoring skills to develop OHS capability of site operational and OHS personnel.
- Please note: no presentation software will be used. Laptops / Tablets will be used for research, preparation and recommendations.
- Intent of this activity is to research the assigned scenario and develop recommendations to be discussed with the employer.
- Electronic devices are required for this activity – competitor's will use their own tablets / laptops to research and develop the recommendations.
- Each competitor will be provided with a template at the time of the activity.
- A Test document has been developed and contains additional preparation information for this activity.
- Competitors will be judged on how well they organize and communicate the key points of their recommendations.

*Skills for Success –<sup>2</sup>Communication, <sup>6</sup>Writing, <sup>7</sup>Problem Solving*

## **4 EQUIPMENT, MATERIAL, CLOTHING**

### **4.1 Equipment and material provided by Skills/Compétences Canada**

- Electronic copy of the Hazard Identification and Control Answer booklet
- Electronic template for the OHS Research / Presentation activity

### **4.2 Equipment and material provided by the competitor and/or host facility**

Competitors are required to bring their own device and software to the competition. Each competitor can choose their own device and software so their workflow and process are similar to what they are familiar with.

#### 4.3 Required clothing provided by the competitor

N/A

### 5 HEALTH AND SAFETY

#### 5.1 Safety program

SCC has implemented a comprehensive safety program as health and safety is an integral part of our competitions. Our safety program includes guidelines and procedures to make the work environment in each skill area safer.

##### 5.1.1 Safety manual

As part of our program a safety manual has been created to monitor and document health and safety within each skill area. It includes a definite plan of action designed to prevent accidents. The safety manual will be provided for every skill and these instructions must be followed and respected by all participants and officials at the SCNC.

##### 5.1.2 Safety workshop

During orientation, Competitors will participate in a Safety workshop and they will be expected to work and maintain a safe working area during the competition. Any Competitor breaking any health, safety, and environmental rules, may be required to undertake a second safety workshop, this will not affect the Competitor's competition time.

#### 5.2 COVID-19 Protocol

The COVID guidelines already in place within the participants' jurisdiction would need to be followed during the SCNC. It is the responsibility of the participants (Competitor, Proctors, NTC members, and anyone onsite during the competition) to ensure that the COVID guidelines are respected.

#### 5.3 List of required personal protective equipment (PPE) provided by the competitor and/or host facility

- N.A.

**Note:** Competitors who do not have the required protective equipment will not be allowed to participate in the competition

## 6 ASSESSMENT

### 6.1 Point breakdown

**Note:** This list is subject to change.

TASKS	/100
Hazard Identification	38
Hazard Control Search	32
OHS Research / Presentation	30
Late Penalty	(-5)

## 7 CONTEST SPECIFIC RULES

Contest specific rules cannot contradict or take priority over the Competition Rules. They do provide specific details and clarity in areas that may vary from contest to contest. Any additional contest rules will be reviewed during the competitor orientation.

TOPIC/TASK	CONTEST SPECIFIC RULE
Late Penalty	Competitors must attend: <ul style="list-style-type: none"> <li>• Competition Orientation</li> <li>• Each activity on time (Hazard Identification / Hazard Control Search / OHS Research / Presentation)</li> </ul>
Use of technology - USB, memory sticks	<ul style="list-style-type: none"> <li>• Competitors will be allowed the use of USB or other storage device</li> </ul>
Infrastructure -equipment	<ul style="list-style-type: none"> <li>• The use of a template brought by the Competitor is prohibited.</li> </ul>
Use of technology – personal mobiles	<ul style="list-style-type: none"> <li>• Competitors are not allowed to use their personal mobiles during the competition except if competitors wish to listen to music with headphones / ear buds during the OHS Research component of the OHS Research / Presentation activity.</li> </ul>

## 8 ADDITIONAL INFORMATION

### 8.1 Interpreter

If a competitor requires the help of an interpreter during the competition, the Skills/Compétences Canada Provincial/Territorial offices must advise Skills/Compétences Canada National Secretariat a minimum of 1 month prior to the competition or this service may not be guaranteed.



## 8.2 Ties

- Tiebreaker #1: Highest mark in Hazard Identification
- Tiebreaker #3: Highest mark in Hazard Control
- Tiebreaker #3: Highest mark in OHS Research / Presentation.

## 8.3 Competition rules

Refer to the competition rules of the Skills Canada National Competition which can be found on our website.

## 9 NATIONAL TECHNICAL COMMITTEE MEMBERS

MEMBER ORGANIZATION	NAME
Newfoundland and Labrador	Jennifer Wilson
Prince Edward Island	Clare Waddell
Nova Scotia	Robin Angel
New Brunswick	Paul Landry
Ontario	Geoff Patterson
Manitoba	Jayson Santos
Saskatchewan	Brad Compton – Chair
Alberta	Craig Skelly – Co-Chair
British Columbia	Ammar Kavazovic

Contact the Skills/Compétences Canada national secretariat for any questions or concerns: Nathalie Maisonneuve ([nathaliem@skillscanada.com](mailto:nathaliem@skillscanada.com)).